



DEPARTMENT OF THE NAVY

NAVAL AIR STATION OCEANA
1750 TOMCAT BOULEVARD
VIRGINIA BEACH, VIRGINIA 23460-2191

IN REPLY REFER TO:

NASOCEANAINST 1306.1F

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10 7 FEB 2000

NAS OCEANA INSTRUCTION 1306.1F

Subj: POLICY FOR ASSIGNMENT OF TEMPORARY ADDITIONAL DUTY (TAD)
SUPPORT PERSONNEL

Ref: (a) COMNAVAIRLANTINST 1306.13B

Encl: (1) TAD Requirements by Command/Department/Storefronts
(2) Sample TAD Personnel Transfer Notification

1. Purpose. To provide specific guidance for implementation of TAD policy contained in reference (a) and outlined in enclosure (1).

2. Cancellation. NASOCEANAINST 1306.1E. Because of extensive revisions, paragraph markings have been omitted.

3. Background. Naval Air Station (NAS) Oceana will maintain controlling custody and responsibility for the station's TAD requirements. Tenant commands, departments and storefronts are required to provide personnel to support the increased workload due to their assignment to NAS Oceana.

4. Discussion. For deploying squadrons, TAD personnel are listed as Integrated Services Billets. When Fleet Readiness Squadrons (FRS) embark on aircraft carriers for training evolutions, they will draw the requisite Integrated Services Personnel from NAS Oceana. Tenant activities should not be tasked for more TAD personnel than that supported by their Authorized Manpower Plan (AMP). A decision to task a unit for TAD personnel that is not supported by the AMP, or for personnel in excess of the AMP provisions, must be a conscious act recognizing that, while helping one unit, it causes a significant degradation of the other.

5. Guidelines

a. TAD tasking of deployable tenant squadrons is based on squadron location and shall be managed by the cognizant Type Wing Commander. Wing Command Master Chiefs (CMCs) shall be TAD Coordinators for their respective wing through the base CMC. For non-deploying tenant commands, TAD coordination shall be accomplished by the tenant CMC or departmental Leading Chief Petty Officer (LCPO) and base CMC. TAD personnel shall check-in and out through NAS Oceana Personnel Support Activity Detachment (PSD) and the base CMC's Limited Duty/TAD Coordinator's Office.

NASOCEANAINST 1306.1F

07 FEB 2000

(1) NAS Oceana departments and storefronts shall not be tasked in excess of two percent of their enlisted on board personnel.

(2) Sea going squadrons shall not be tasked beyond five percent of their on board enlisted numbers; VF squadron - 220, VFA squadron - 175.

b. The supported command shall employ TAD personnel in the functional area for which they are authorized. Normally ratings such as AK, MS, DK and HM shall not be assigned to fill NAS Oceana TAD assignments identified as Integrated Service Billets.

c. To support a pre-deployment training cycle, fleet squadrons shall recall elected billets of their TAD personnel to provide support at other training sites or on board the carrier. Per reference (a), squadrons split between two or more locations shall provide TAD personnel proportional to the squadron population at each location.

(1) The Barracks Petty Officer (BPO) shall be retained by the Billeting Storefront during work ups and shall not be released to the parent command until the day of the deployment. As long as personnel reside in the barracks, a squadron must maintain an adequate number of personnel to support it.

(2) Other TAD personnel may depart the supported department and return to their command five working days prior to the airlift or the ship's departure date.

d. Where possible, Limited Duty (LIMDU) personnel shall be assigned in a billet corresponding to their rate. Where necessary or when LIMDU non aviation/supply ratings are available, the base CMC may assign them to replace squadron and department TAD requirements.

e. Personnel directed to TAD billets shall be assigned utilizing enclosure (2). This form is provided for supporting commands to assign their personnel and supported departments to return currently assigned personnel.

(1) During periods of TAD, normally 90 days, personnel shall be under the administrative control of the Commanding Officer, NAS Oceana for training, military drills, liberty, personnel inspections, physical readiness training (PRT) and watch assignments. Any deviation shall be coordinated through the parent command, NAS Oceana CMC and the supported department. Disciplinary problems for squadron personnel will normally be referred to the parent command for disposition.

10 7 FEB 2000

(2) To the greatest extent possible, cooperation shall be extended to provide TAD Sailors with adequate opportunity to participate in parent command/department functions. Squadron CMCs or departmental LCPOs should route a memorandum to the department, via the base CMC, five working days prior to the function.

(3) Turnover of TAD shall consist of one normal working day, with the exception of the Fuel Farm, which requires five working days. An exception can be made for Sailors previously assigned to and qualified at the Fuel Farm.

f Leave

(1) Normal Leave. If leave in excess of five days per period of TAD assignment is granted (five days leave for each 90 days of TAD), a replacement shall be required to fill the vacant TAD billet during the period of leave.

(2) During Christmas and New Years holiday leave periods, the department/storefront utilizing TAD personnel shall include them in their leave plan and not require a replacement unless the amount of leave requested exceeds what is granted for NAS Oceana personnel.

(3) Post Deployment Leave. A returning squadron is required to man 50 percent of the TAD billets within six days of arrival. Those personnel shall be granted leave after the initial stand down leave period. The intent is to provide minimal support to the Air Station while allowing squadron personnel to enjoy post cruise leave. NAS Oceana departments shall honor two weeks of pre/post deployment leave granted by commands. Barracks personnel, including the BPO, are required to be in place from the advance detachment. Squadrons must assign a BPO, even if temporarily, to supervise their assigned barracks.

(4) Disapproved Leave Chits. If a leave request has been recommended for disapproval by the TAD chain of command, coordination between the TAD chain of command, NAS Oceana CMC and parent command is imperative prior to final disposition of the request.

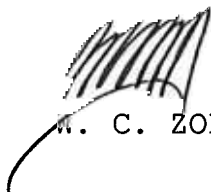
g. Some TAD assignments may be filled with newly assigned personnel who did not report to the ship.

h. Supported departments/storefronts shall provide Performance Information Memorandums or concurrent evaluations as required.

NASOCEANAINST 1306.1F

07 FEB 2000

i. Personnel transferred TAD from one Unit Identification Code (UIC) to another or from one department to another shall be required to report to PSD to update the Alpha Roster and their LES/DDS distribution code.



W. C. ZOBEL

Distribution:
NASOCEANAINST 5216.1U
Lists I (Case A) and III

TAD REQUIREMENTS BY COMMAND/DEPARTMENT/STOREFRONT

	VF SQ	VFA SQ	F/W **	S/W **	AIMD	OPS	NALF	WPNS	SUP	CMC	VACP	SEC
CMAA												CPO (1)
ASD (AK)	4 (F/S)	4 (F/S)							E5 (2) *			
GALLEY (MS)	ALL	ALL										
BKS PPO (MS)	E5/6 (1)	E5/6 (1)										
	ALL	ALL										
MEDICAL (HM)	ALL	ALL										
OUT OF RATE TAD REQUIREMENTS												
Supply Driver	E3 (1)	E3 (1)										
SCRIMP					E4 (4)				E6 (1)			
SCRIMP									E4 (1)			
FSA	E3 (4)	E3 (3)										
BEQ	AS REQUIRED TO MAINTAIN THE COMMON AREAS OF THE BKS ASSIGNED TO YOUR DEPT/SQUADRON											
Fuel Farm	E3 (2)	E3 (2)										
Field Support	E3 (1)	E3 (1) #										
1 ST LT	E3 (1)	E3 (1) @			E3 (3)	E3 (1)		E3 (1)	E3 (1)			
	E3 (1)	E3 (1)			E3 (1)		E3 (1)		E3 (1)		E3 (1)	
					E5/6 (3)	E5/6 (2)			E5/6 (1)		E4/5 (1)	
			E6 (1)	E6 (1)	E4/5 (3)	E4/5 (2)		E4/5 (1)	E4/5 (2)			
			E4/5 (3)	E4/5 (3)								
						E6 (1)						
					E7 (1)							
Urinalysis										E6 (1)		
CMD SEC MGR										E6 (1)		
FILLED BY CMC WITH LIMDU												
Red Cross										TBD 1		
CCC Assistant										TBD 1		
										TBD 1		
Library										TBD 1		
Totals	10	9	4	4	15	6	1	2	7	6	2	1

* One AK to Weapons and AOMD

** VF-101 and VFA-106

Number in (#) indicates the number of people required. / Indicates "Or"

(@) CMD in the same CAG with highest Squadron Designator (i.e. VFA-87 VS VFA-15) will supply.

(#) CMD in the same CAG with lowest Squadron Designator (i.e. VFA-15 VS VFA-87) will supply.

F/S Fair Share

Enclosure (1)

NASOCEANAINST 1306.1F
07 FEB 2000

NASOCEANAINST 1306.1F

07 FEB 2000

TAD PERSONNEL TRANSFER NOTIFICATION

From: _____ Date/Time: _____
Department/Storefront/Tenant Activity

Last Name, First, MI _____ Rate

Billet Assignment: _____

Duration: _____ Relief for: _____

Department LCPO/Squadron CMC

NAS Oceana CMC Office TAD Coordinator Date/Time: _____

PSD SDS Sight Manager Date/Time: _____

TAD Assignment Supervisor Date/Time: _____

.....
From: _____ Date/Time: _____
Department/Storefront/Tenant Activity

Last Name, First, MI _____ Rate

Member is directed to return to their Department or Tenant
Activity

.....

PSD SDS Sight Manager Date/Time: _____

NAS Oceana CMC Office TAD Coordinator Date/Time: _____

.....
To: _____ Date/Time: _____
Department/Storefront/Tenant Activity

.....
Enclosure (2)